

ALLEGHENY COUNTY HOUSING AUTHORITY
Board of Directors Meeting
Friday, January 17, 2025

Minutes

The members of the Board of Directors of the Allegheny County Housing Authority held a regular meeting on Friday, January 17, 2025 at the Authority's Central Office located at 301 Chartiers Avenue, McKees Rocks, PA, 15136. The meeting was held in office. Those present and absent were as follows:

Present: Sydney Hayden
Mandy Steele
Mark Foerster
Derek Uber
Paul D'Alessandro (via telephone)
Sara Innamorato

The Chair declared a quorum present, called the meeting to order, and advised those attending that this day prior to the meeting the Board met in-person for an executive session at 9:30 a.m. to discuss matters involving real estate, personnel, and litigation. He also advised those attending that the Board Finance and Audit Committee held a meeting today at 9:00 a.m.

Attendance:

Staff and Guests: Grant Gittlen, Ed Nutting, Deron Gabriel, Frank Aggazio, Dr. Beverly Moore, Pat Blackwell, Jenn Jackson, Rich Stephenson, Ellen Parker, Kim Longwell, Frank Magliocco, Luke Lewis, Jenna Robin, Katie Sauer, Nicole Lovato, Kim Evans, Paul Reiber, Tamara Johnson, Rena Peddicord, Joe Simon, Steve Landis and Katie Stohlberg

Off Agenda Item

Mark Foerster introduced an off-agenda item, welcoming Allegheny County Executive Sara Innamorato to the room. Mark shared kind words about Sara, highlighting her dedication and hard work in addressing housing issues.

Sara Innamorato expressed her gratitude and stopped by to thank the Allegheny County Housing Authority for its impactful work. She shared her excitement about the ongoing partnerships between county housing and other county departments, emphasizing the significant successes achieved so far.

She highlighted several examples, including the collaboration with Chief Vogel on the alternative 911 response program and the Housing Authority's integral role in the 500/500 initiative. Sara also noted that since her announcement in June 2024, the Housing Authority has housed 209 individuals, brought 164 previously offline units back online, and reaffirmed that housing remains a top priority for her administration.

Recognitions/Proclamations

Frank Aggazio presented Steve Landis with the Employee of the Month award for his outstanding work at Millvue Acres. When a broken line needed urgent attention, Steve went straight into the ditch alongside others to assist. Thanks to Steve's efforts, the ACHA avoided contracting external services, ultimately saving money.

Mandy Steele had the honor of presenting a proclamation from Lieutenant Governor Austin Davis in recognition of Frank Aggazio's extraordinary career. The proclamation celebrated Frank's 38 years of service, with 28 of those years spent as the executive director. Mandy highlighted his unwavering dedication, hard work, and leadership throughout his tenure, underscoring the significant impact Frank has had on the organization. His retirement marks the end of an era, and his legacy of commitment and excellence will be remembered for years to come.

A Legacy Award was also presented by Mark Foerster to Frank Aggazio in recognition of his 38 years of dedicated service to the Allegheny County Housing Authority. Mark briefly mentioned his attempts to persuade Frank to delay retirement but expressed deep gratitude for Frank's role as Executive Director and wished him well as he transitions into retirement. On behalf of the Board and the employees of the ACHA, Mark expressed sincere thanks for Frank's dedication and years of service.

Frank Aggazio accepted his award with gratitude and reflected on his impactful career, starting as a program manager in 1989 and progressing to Executive Director. He highlighted achievements such as securing three HOPE VI awards, dozens of tax credit awards, and maintaining 19 years with no audit findings. Frank emphasized that these accomplishments were a result of teamwork and thanked everyone for their support.

Public Comment

None

Approval of Minutes

Mandy Steele made a motion to approve the Minutes of the December 20, 2024 Board of Directors meeting; the motion was seconded by Derek Uber and carried.

Old Business

None

New Business

Board

1. Motion by Derek Uber, second by Sydney Hayden, accepting the formal retirement resignation of Executive Director Frank Aggazio, effective February 3, 2025.

2. Motion by Derek Uber, second by Sydney Hayden, awarding a longevity bonus to Frank Aggazio in the amount of \$60,000.
3. Motion by Derek Uber, second by Paul D'Alessandro, promoting Chief Financial Officer/Operations Officer Rich Stephenson to the position of Interim Executive Director, effective February 4, 2025.

Administration

1. Motion by Mandy Steele, second by Sydney Hayden, approving the renewal of flood insurance policies with National Flood Insurance Program through Philadelphia Indemnity/HAO for one-year term 02/26/2025 – 02/26/2026. Luke Lewis noted that coverage has remained unchanged for five years, with a slight premium increase. Motion carried.
2. Motion by Derek Uber, second by Paul D'Alessandro, approving the Allegheny County Housing Authority to act as Receiver of Bry-Mard Apartments. Motion carried.

Finance

1. Motion by Mandy Steele, second by Derek Uber, approving **Resolution #25-01** authorizing transfer of uncollectible tenant accounts in the amount of \$64,909.45. Rich Stephenson explained the issue of nonpayment since COVID-19 and noted Dr. Moore's suggestion to collaborate with Wave Financial to support tenants. Motion carried
2. Motion by Sydney Hayden, second by Derek Uber, authorizing Allegheny County Housing Authority to submit funding application for a Community Development Block Grant in the amount of \$1,500,000. Pat Blackwell explained the funds would be used to replace the trash chute at General Braddock Towers. Motion carried.

Comment on General Items

None

Adjournment

Mark Foerster thanked everyone, especially Frank Aggazio. With no further business to conduct, Mandy Steele made a motion to adjourn the meeting; the motion was seconded by Derek Uber and carried.

ALLEGHENY COUNTY HOUSING AUTHORITY

**Board of Directors Meeting
Friday, February 21, 2025**

Minutes

The members of the Board of Directors of the Allegheny County Housing Authority held a regular meeting on Friday, February 21, 2025 at the Authority's Central Office located at 301 Chartiers Avenue, McKees Rocks, PA, 15136. The meeting was held in office. Those present and absent were as follows:

Present: Sydney Hayden
Mandy Steele
Mark Foerster
Derek Uber

The Chair declared a quorum present, called the meeting to order, and advised those attending that this day prior to the meeting the Board met in-person for an executive session at 9:30 a.m. to discuss matters involving real estate, personnel, and litigation. He also advised those attending that the Board Finance and Audit Committee held a meeting today at 9:00 a.m.

Attendance:

Staff and Guests: Rich Stephenson, Deron Gabriel, Dr. Beverly Moore, Pat Blackwell, Jennifer Jackson, Ellen Parker, Kim Longwell, Frank Magliocco, Luke Lewis, Jenna Robin, Katie Sauer, Nicole Lovato, Kim Evans, Paul Reiber, Mike Vogel, Kate Giammarise and Sarthak Karki

Public Comment

None

Approval of Minutes

Derek Uber made a motion to approve the Minutes of the January 17, 2025 Board of Directors meeting; the motion was seconded by Mandy Steele and carried.

Old Business

Jennifer Jackson noted that the minutes from the September 27, 2024, meeting required corrections.

A motion by Derek Uber, seconded by Paul D'Alesandro, was approved to renew the agreement with the Allegheny County Law Department for the term 01/01/2025 – 12/31/2025, in the amount of \$90,000, for the provision of legal services to the Authority. The contract originally stated the term as 01/01/2024 – 12/31/2024.

A separate motion by Mandy Steele, seconded by Sydney Hayden, approved the correction.
Motion carried.

New Business

Administration

1. Rich Stephenson provided an update on the **Hearth Mary's Project**, a program assisting families affected by domestic violence. On Sunday, February 16, 2025, a family moved into a new home in Plum Borough. Dr. Beverly Moore, Kim Evans, and Rich Stephenson attended the celebration. Additional families are scheduled to move into areas such as Mt. Lebanon, Sewickley, and West Mifflin.

Purchasing

1. A motion by Sydney Hayden, seconded by Mark Foerster, authorized the **Allegheny County Housing Authority** to continue utilizing the **Sourcewell Cooperative Contract #070924-SCC** with **Staples Business** for the procurement of office supplies and workplace solutions. Pat Blackwell noted that this is a five-year contract. Motion carried.

Finance

3. Motion by Derek Uber, second by Mandy, approving **Resolution #25-02** authorizing transfer of uncollectible tenant accounts in the amount of \$133,898.66. Rich Stephenson explained Dr. Moore's suggestion to collaborate with Wave Financial has been set in motion and Dr. Moore's team will work with tenants who struggle paying rent or finding employment. Motion carried

Development

1. Motion by Mandy Steele, second by Sydney Hayden, approving the request for change order GC-1 for contract ACHA-1707-GC in the amount of \$31,370.00 for additional abatement work at Brackenridge Hall. Pat Blackwell explained that eight additional units were found to contain **black mastic**, a glue-like adhesive used for flooring. These units were occupied during the original assessment, so the issue was not initially identified. Motion carried
2. Motion by Mandy Steele, second by Sydney Hayden, approving the request for change order PC-2 for contract ACHA-1707-PC in the amount of \$55,660.00 to replace sanitary piping in crawl space at Brackenridge Hall. Pat Blackwell explained several crawl spaces had broken or cracked pipes. Motion carried

Comment on General Items

None

Adjournment

With no further business to conduct, Derek Uber made a motion to adjourn the meeting; the motion was seconded by Mandy Steele and carried.

ALLEGHENY COUNTY HOUSING AUTHORITY

**Board of Directors Meeting
Thursday, April 17, 2025**

Minutes

The members of the Board of Directors of the Allegheny County Housing Authority held a regular meeting on Thursday, April 17, 2025 at the Authority’s Central Office located at 301 Chartiers Avenue, McKees Rocks, PA, 15136. The meeting was held in office. Those present and absent were as follows:

Present:	Mark Foerster	Absent:	Mandy Steele
	Derek Uber		Grant Gittlen
	Sydney Hayden (telephone)		

The Chair declared a quorum present, called the meeting to order, and advised those attending that this day prior to the meeting the Board met in-person for an executive session at 9:30 a.m. to discuss matters involving real estate, personnel, and litigation. He also advised those attending that the Board Finance and Audit Committee held a meeting today at 9:00 a.m.

Attendance:

Staff and Guests: Rich Stephenson, Mike Vogel, Jennifer Jackson, Pat Blackwell, Kimberly Longwell, Ellen Parker, Jenna Robin, Luke Lewis, Kim Evans, Paul Reiber, Nicole Lovato, Katie Sauer, Deron Gabriel

Recognitions/Proclamations

Rich Stephenson recognized Jennifer Beresford as Employee of the Month, highlighting her outstanding contributions to the Resident Services Department. Although her position was part-time and could not be expanded due to funding limitations, Jennifer—who needed full-time work—reluctantly submitted her resignation. She loved her job and the residents deeply. Her departure sparked a strong response from residents, especially seniors, who praised her dedication and the positive impact she had. Moved by this outpouring of support, the Community Care Department was able to offer Jennifer a full-time position. Rich emphasized that Jennifer’s passion and commitment went far beyond her job description, making her a truly exceptional employee.

Public Comment

None

Approval of Minutes

Derek Uber made a motion to approve the Minutes of the March 21, 2025 Board of Directors meeting; the motion was seconded by Sydney Hayden and carried.

Old Business

None

New Business

Administration

1. A motion was made by Derek Uber, seconded by Sydney Hayden, to authorize the resolution for the renewal of property and liability insurance for the Senior Apartments of Mt. Lebanon. Luke Lewis provided an update, noting that these are standard insurance policies required for all our properties. The renewal rates are favorable: property insurance increased by \$967.00, general liability by \$153.00, while excess liability decreased by \$65.00

Finance

4. Motion by Sydney Hayden, second by Derek Uber, approving **Resolution #25-04** authorizing transfer of uncollectible tenant accounts in the amount of \$83,929.66. Rich Stephenson explained that this amount represents standard write-offs related to tenant evictions with outstanding balances.
5. **Mediation Program Status Overview** – No motion was required. This item provided context on the past four years of collaboration with Just Mediation, highlighting the progress made in rent collection efforts through the program

Housing Choice Voucher Program

1. A motion was made by Derek Uber, seconded by Sydney Hayden, to approve the Change of Occupancy Standards in the Housing Choice Voucher Program. Director Kimberly Longwell explained that the current Administrative Plan already follows the guideline of "two heartbeats per room." However, it also included additional exceptions. To reduce confusion, HUD has requested the removal of those exceptions, leaving only the standard of two heartbeats per room.

Comment on General Items

None

Adjournment

With no further business to conduct, Derek Uber made a motion to adjourn the meeting; the motion was seconded by Sydney Hayden and carried.

ALLEGHENY COUNTY HOUSING AUTHORITY

**Board of Directors Meeting
Friday, May 16, 2025**

Minutes

The members of the Board of Directors of the Allegheny County Housing Authority held a regular meeting on Friday, May 16, 2025 at the Authority’s Central Office located at 301 Chartiers Avenue, McKees Rocks, PA, 15136. The meeting was held in office. Those present and absent were as follows:

Present: Mark Foerster
Derek Uber
Sydney Hayden
Grant Gittlen

Absent: Mandy Steele

The Chair declared a quorum present, called the meeting to order, and advised those attending that this day prior to the meeting the Board met in-person for an executive session at 9:30 a.m. to discuss matters involving real estate, personnel, and litigation. He also advised those attending that the Board Finance and Audit Committee held a meeting today at 9:00 a.m.

Attendance:

Staff and Guests: Rich Stephenson, Dr. Beverly Moore, Mike Vogel, Jennifer Jackson, Pat Blackwell, Kimberly Longwell, Ellen Parker, Jenna Robin, Kim Evans, Nicole Lovato, Katie Sauer, Joe Simon, Frank Magliocco, Jennifer Beresford, Malorie Bartko, Olivia Cook and John Dailey

Recognitions/Proclamations

Although recognized in April, Jennifer Beresford was unable to attend that meeting. She was formally acknowledged at this session. Rich Stephenson highlighted her outstanding contributions to the Resident Services Department. Explaining again, her position was part-time and could not be expanded due to funding limitations. Jennifer’s departure sparked a strong response from the community and community leaders. The CBCM Department was able to offer Jennifer a full-time position.

Employee of the Month

Rich Stephenson introduced the recognition, stating that the Employee of the Month program highlights individuals who exceed expectations and elevate overall standards. Malorie Bartko is a shining example. Malorie began in the Maintenance Department and later became a Work Order Specialist (WOS), continuing to collaborate closely with Maintenance. Joe Simon, Assistant Director of Facilities shared that Malorie began her career at ACHA as a maintenance worker, consistently demonstrating reliability and dedication. She later transitioned to the role of Work Order Specialist (WOS), where she maintained strong coordination with the maintenance team.

Recently, when Region 1’s regular WOS, Miss Ang, went on extended leave, Malorie voluntarily stepped in to manage Region 1 calls. Her responsiveness and support were so impactful that several Region 1 employees sent unsolicited emails to management expressing appreciation for her help and professionalism. Joe noted it was the first time he had ever received a direct email from staff specifically requesting someone be recognized. Malorie was commended for her adaptability, strong work ethic, and team spirit.

Public Comment

None

Approval of Minutes

A motion was made to approve the minutes from the April 17, 2025, ACHA Board of Directors Meeting.

Motion: Sydney Hayden

Second: Derek Uber

Vote: Unanimously approved

Old Business

None

New Business

Resolution No. 20 of 2025 – Requesting the approval of Change Order EC-1 – to install a new fire alarm system at Brackenridge Hall in the amount of \$139,544.00.

Pat Blackwell explained that the original scope of work for the Brackenridge Hall renovation project intentionally excluded the fire alarm system to avoid additional architectural and engineering (A&E) costs that could have exceeded \$800,000. The intent was to procure the fire alarm separately to ensure compatibility with ACHA’s preferred vendor—Johnson Controls—used throughout their building inventory. After negotiations, Sargent Electric submitted a competitive proposal that met all requirements at a reasonable cost. The installation is necessary to meet current fire safety codes. Approval was recommended.

Motion: Grant Gittlen

Second: Derek Uber

Vote: Unanimously approved

Resolution No. 21 of 2025 – Requesting the approval of Contract ACHA-1723 for floor covering services to Steinberger Floors, Inc.

Pat Blackwell informed the Board that the existing contract for flooring services had expired. In accordance with procurement policy, the Authority publicly solicited bids. Steinberger Floors, Inc. was the lowest responsive and responsible bidder. The contract includes services such as carpet and flooring installation across ACHA properties. Approval was recommended.

Motion: Derek Uber

Second: Grant Gittlen

Vote: Unanimously approved

Resolution No. 22 of 2025 – Requesting the approval to write off Collection Losses in the amount of \$92,312.14 from Tenant Accounts Receivable for the month of April

Katie Sauer explained that the amount represents outstanding tenant balances that are deemed uncollectible. These typically include charges for former tenants who were evicted or vacated, many of whom left owing rent and/or maintenance charges. One specific case involved a tenant with significant maintenance-related costs, which contributed substantially to the total amount.

Motion: Sydney Hayden

Second: Derek Uber

Vote: Unanimously approved

Comment on General Items

Pat Blackwell commended the updated format of the board packet and resolution templates, noting they enhanced readability and professionalism. He acknowledged Jennifer Jackson for her initiative in implementing the new structure, stating that while he and Chairman Foerster supported the concept, Jennifer “ran with it” and executed it successfully.

Mark Forester extended gratitude to all ACHA staff for their efforts, especially in managing issues caused by the recent storms. He expressed sincere thanks for their dedication and teamwork.

Adjournment

A motion was made to adjourn the meeting.

Motion: Grant Gittlen

Second: Sydney Hayden

Vote: Unanimously approved

ALLEGHENY COUNTY HOUSING AUTHORITY
Board of Directors Meeting
Friday, June 20, 2025

Minutes

The members of the Board of Directors of the Allegheny County Housing Authority held a regular meeting on Friday, June 20, 2025 at the Authority's Central Office located at 301 Chartiers Avenue, McKees Rocks, PA, 15136. The meeting was held in office. Those present and absent were as follows:

Present: Mark Foerster
Derek Uber
Sydney Hayden

Absent: Mandy Steele
Grant Gittlen

The Chair declared a quorum present, called the meeting to order, and advised those attending that this day prior to the meeting the Board met in-person for an executive session at 9:30 a.m. to discuss matters involving real estate, personnel, and litigation. He also advised those attending that the Board Finance and Audit Committee held a meeting today at 9:00 a.m.

Attendance:

Staff and Guests: Rich Stephenson, Mike Vogel, Jennifer Jackson, Kim Evans, Nicole Lovato, Frank Magliocco, Olivia Cook, Randi Beattie, Joan Mills, Mike Wilkins and Deron Gabriel

Recognitions/Proclamations

None

Employee of the Month

None

Public Comment

None

Approval of Minutes

A motion was made to approve the minutes from the May 16, 2025, ACHA Board of Directors Meeting.

Motion: Sydney Hayden

Second: Derek Uber
Vote: Unanimously approved

Old Business

None

New Business

Resolution No. 23 of 2025 – Requesting the approval and authorization for submission to HUD of the 2025–2026 Agency Plan

A public hearing was held to present the proposed changes to the Agency Plan. Presentations were given by Nicole Lovato and Randi Beattie outlining updates including removal of the foster care preference, earned income disallowance, HOTMA compliance updates, changes to preferences, waitlist policy adjustments, and new HQS requirements. Resident Advisory Board agreed with all changes. Additional remarks were made by Rich Stephenson and Sydney Hayden recognizing staff efforts.

Motion: Derrick Uber
Second: Sydney Hayden
Vote: Unanimously approved

Resolution No. 24 of 2025 – Requesting approval to close 32 inactive accounts at PNC Bank

Rich Stephenson explained that the Finance Department, led by Katie Sauer and Tyler Norris, conducted a review of dormant accounts. Thirty-two accounts were identified for closure, resulting in potential cost savings.

Motion: Sydney Hayden
Second: Derek Uber
Vote: Unanimously approved

Resolution No. 25 of 2025 – Requesting the approval to write off collection losses in the amount of \$37,830 from Tenant Accounts Receivable for the month of May

Rich Stephenson explained that the amount represents standard evictions and unit turnovers, with lingering COVID-related balances. Discussions with Allegheny County DHS are ongoing regarding addressing outstanding balances.

Motion: Derek Uber
Second: Sydney Hayden
Vote: Unanimously approved

Resolution No. 26 of 2025 – Requesting the approval of Fiscal Year 2024 Single Audits

Rich Stephenson reported that the FY 2024 audit, conducted by Maher Duessel, was submitted with no findings for the 18th consecutive year. Mark Foerster and the board commended all departments for their contributions.

Motion: Sydney Hayden

Second: Derek Uber

Vote: Unanimously approved

Resolution No. 27 of 2025 – Requesting the approval for 6–8 persons to attend the Emphasis User Connect Conference in Orlando, FL (October 26–29, 2025), pending funding

Rich Stephenson noted the financial importance of the conference but expressed concerns due to current budget constraints. Early approval was requested to secure discounted rates, with the understanding that plans may change based on funding availability.

Motion: Derek Uber

Second: Sydney Hayden

Vote: Unanimously approved

Comment on General Items

Mark Foerster shared an update on the ongoing national search for a permanent Executive Director. The board is reviewing applications and will conduct interviews soon. The board is confident in finding a highly qualified candidate and appreciates everyone’s patience during this process.

Adjournment

A motion was made to adjourn the meeting.

Motion: Derek Uber

Second: Sydney Hayden

Vote: Unanimously approved

ALLEGHENY COUNTY HOUSING AUTHORITY
Board of Directors Meeting
Friday, July 18, 2025

Minutes

The members of the Board of Directors of the Allegheny County Housing Authority held a regular meeting on Friday, July 18, 2025 at the Authority's Central Office located at 301 Chartiers Avenue, McKees Rocks, PA, 15136. The meeting was held in office. Those present and absent were as follows:

Present: Mark Foerster
Derek Uber
Sydney Hayden
Mandy Steele
Grant Gittlen

The Chair declared a quorum present, called the meeting to order, and advised those attending that this day prior to the meeting the Board met in-person for an executive session at 9:30 a.m. to discuss matters involving real estate, personnel, and litigation. He also advised those attending that the Board Finance and Audit Committee held a meeting today at 9:00 a.m.

Attendance:

Staff and Guests: Rich Stephenson, Mike Vogel, Jennifer Jackson, Kim Evans, Nicole Lovato, Beverly Moore, Olivia Cook, Deron Gabriel, Robert Helwig, Pat Blackwell, Seth Lovato, Paul Reiber, Jenna Robin, Luke Lewis, Tamara Johnson, India Reed, Ellen Parker, Kim Longwell, Katie Stohlberg, Katie Sauer, Ed Mogus, Iyana Bridges and Kate Griammarise

Recognitions/Proclamations

Iyanna Bridges was celebrated as a graduate of the Family Self-Sufficiency (FSS) program. Beverly Moore and India Reed acknowledged that Iyanna is currently enrolled in the Nursing program at Duquesne University, a member of the Black Nurses Association and works as a doula. She is the mother of four daughters—Malaya, Tahji, Nzingha, and Soleil—and completed the Way Home Ownership program. She received a certificate for completing the five-year program and an escrow check of \$27,576. Board members and staff commended her accomplishments.

Employee of the Month

Rich Stephenson recognized Seth Lovato, a maintenance staff member who has played a pivotal role in supporting new properties acquired through tax credit programs and the 500-500 initiative. Rich shared that Seth has consistently gone above and beyond, handling emergency issues such as a generator outage over the weekend, and has done so with a positive attitude. Seth was presented with the Employee of the Month number as a gesture of gratitude.

Public Comment

None

Approval of Minutes

A motion was made to approve the minutes from the June 20, 2025, ACHA Board of Directors Meeting.

Motion: Sydney Hayden

Second: Derek Uber

Vote: Unanimously approved

Old Business

None

New Business

Resolution No. 28 of 2025 – Requesting approval to award Contract ACHA-1722 for refuse collection services to BFI Waste Services of Pennsylvania d/b/a Republic Services of Pittsburgh

Paul Reiber explained that this five-year contract for garbage removal was awarded to Republic Services as the lowest bidder. Republic has previously performed well.

Motion: Mandy Steele

Second: Grant Gittlen

Vote: Unanimously approved

Resolution No. 29 of 2025 – Requesting approval to engage Maher Duessel to perform annual audit services including a single audit for FY25, FY26, and FY27 under Contract ACHA-1724

Rich Stephenson explained that Maher Duessel was selected after a competitive bid process involving multiple firms. Maher Duessel is a highly rated local firm and has been HUD-reviewed.

Motion: Derek Uber

Second: Sydney Hayden

Vote: Unanimously approved

Resolution No. 30 of 2025 – Requesting approval to write off collection losses in the amount of \$96,233.28 from Tenant Accounts Receivable for the month of June

Katie Sauer reported that the total represents 29 residents, 21 of whom were evicted through legal action. The balances accumulated through prolonged legal proceedings and nonpayment.

Motion: Derek Uber
Second: Sydney Hayden
Vote: Unanimously approved

Resolution No. 31 of 2025 – Requesting approval to renew property and liability insurance for the Orchard Park

Luke Lewis stated that the insurance renewal through HAI showed modest increases (~5%) and efforts are underway to align policy dates to a January 1st effective date.

Motion: Mandy Steele
Second: Derek Uber
Vote: Unanimously approved

Resolution No. 32 of 2025 – Requesting approval to award Contract ACHA-1717 to Moret Construction Co., Inc. in the amount of \$1,721,000 for trash chute system installation at General Braddock Tower

Pat Blackwell explained that this project will allow closure of the last garbage incinerator in Pennsylvania. Moret Construction was the lowest responsible bidder.

Motion: Sydney Hayden
Second: Grant Gittlen
Vote: Unanimously approved

Resolution No. 33 of 2025 – Requesting approval of Change Order #3 to Contract ACHA-1710 with R&B Mechanical Inc. in the amount of \$39,211.45

Pat Blackwell noted that the new sanitary waste line is necessary due to a collapsed pipe previously expected to support the new boiler room at Millview Acres.

Motion: Grant Gittlen
Second: Mandy Steele
Vote: Unanimously approved

Resolution No. 34 of 2025 – Requesting authorization to use PA COSTARS Contract 025-E22-523 for the purchase of three fleet vehicles from Colussy Chevrolet

Paul Reiber noted two of the vehicles are 12 years old with high mileage. Rich Stephenson added that the third vehicle, a box truck, is funded through a DHS grant to transport donated furniture for residents.

Motion: Sydney Hayden
Second: Derek Uber
Vote: Unanimously approved

Resolution No. 35 of 2025 – Requesting approval for ACHA to withdraw as sole member of Bry-Mard Apartments, Inc.

Pat Blackwell and Rich Stephenson explained that ACHA was the court-appointed receiver. Now that receivership duties are complete, ownership will transfer to an ACHA-affiliated nonprofit entity.

Motion: Grant Gittlen

Second: Mandy Steele

Vote: Unanimously approved

The Chair called for a motion to appoint Richard Stephenson as the permanent Executive Director of the Allegheny County Housing Authority at the current salary.

Motion: Derek Uber

Second: Sydney Hayden

Vote: Unanimously approved

Following his appointment, Rich Stephenson thanked the Board and expressed deep gratitude for the opportunity. He reflected on his years in finance and how the challenges of the pandemic shifted his focus toward resident services and empowerment. He emphasized that his goal as Executive Director is to help residents break cycles of generational poverty by connecting them with housing, education, training, and career advancement programs.

Comment on General Items

Mark Foerster and the board acknowledged the thorough national search process for the Executive Director. Gratitude was extended to consultant Frank Aggazio and staff for their support. Executive sessions were held on July 9th and July 18th regarding this appointment.

Adjournment

A motion was made to adjourn the meeting.

Motion: Mandy Steele

Second: Derek Uber

Vote: Unanimously approved

ALLEGHENY COUNTY HOUSING AUTHORITY
Board of Directors Phone Poll Meeting
August 27, 2025

Minutes

The members of the Board of Directors of the Allegheny County Housing Authority held a **phone poll meeting** on Wednesday, August 27, 2025, at 10:30 a.m. The meeting was held via teleconference. Those present and absent were as follows:

Present: Mark Foerster
Derek Uber
Sydney Hayden
Mandy Steele
Grant Gittlen

Attendance:

Staff and Guests: Mike Vogel, Jennifer Jackson, Beverly Moore, Deron Gabriel, John Daley, Pat Blackwell, Frank Magliocco, Tamara Dudukovich

New Business

Resolution No. 36 of 2025 – Approval of application to the Pennsylvania Department of Community and Economic Development for grant funds for affordable housing development in McKees Rocks, PA.

Motion: Sydney Hayden
Second: Mandy Steele
Vote: Unanimously approved

Resolution No. 37 of 2025 – Approval to renew the Software Maintenance Agreement with Emphasis Software for 2025–2026.

Motion: Derek Uber
Second: Mandy Steele
Vote: Unanimously approved

Resolution No. 38 of 2025 – Approval of Change Order GC11, Contract ACHA 1707 (Brackenridge Hall), \$35,835.94 for flooring and ADA-related improvements.

Motion: Sydney Hayden
Second: Derek Uber
Vote: Unanimously approved

Resolution No. 39 of 2025 – Approval of Change Order MC5, Contract ACHA 1707 (Brackenridge Hall), \$27,597 for ductwork and bathroom venting.

Motion: Grant Gittlen

Second: Mandy Steele

Vote: Unanimously approved

Resolution No. 40 of 2025 – Approval of Change Order MC4, Contract ACHA 1710 (Millvue Acres), \$29,295.86 for boiler piping reconfiguration.

Motion: Mandy Steele

Second: Sydney Hayden

Vote: Unanimously approved

Resolution No. 41 of 2025 – Approval of Change Order MC5, Contract ACHA 1710 (Millvue Acres), \$22,450.20 for installation of four new hydronic insulated enclosures.

Motion: Grant Gittlen

Second: Derek Uber

Vote: Unanimously approved

Adjournment

A motion was made to adjourn the meeting.

Motion: Derek Uber

Second: Grant Gittlen

Vote: Unanimously approved

ALLEGHENY COUNTY HOUSING AUTHORITY
Board of Directors Meeting
Friday, September 26, 2025

Minutes

The members of the Board of Directors of the Allegheny County Housing Authority held a regular meeting on Friday, September 26, 2025 at the Authority's Central Office located at 301 Chartiers Avenue, McKees Rocks, PA, 15136. The meeting was held in office. Those present and absent were as follows:

Present: Mark Foerster
Derek Uber
Sydney Hayden
Grant Gittlen

Absent: Mandy Steele

The Chair declared a quorum present, called the meeting to order, and advised those attending that this day prior to the meeting the Board met in-person for an executive session at 9:30 a.m. to discuss matters involving real estate, personnel, and litigation. He also advised those attending that the Board Finance and Audit Committee held a meeting today at 9:00 a.m.

Attendance:

Staff and Guests: Rich Stephenson, Mike Vogel, Jennifer Jackson, William Kilburn, Ed Mogus, Joy Hugus, Frank Magliocco, Ziamara Thornton, Kim Evans, Beverly Moore, Olivia Cook, Pat Blackwell, Paul Reiber, Jenna Robin, Luke Lewis, Ellen Parker, Kim Longwell, Katie Sauer, Nick Hathaway, Alyssa Lanzendorfer, Jennie Zeman and John Daley (phone)

Recognitions/Proclamations

Chairman Mark Foerster administered the **Oath of Office** to **Officer Joy Hugus** of the ACHA Police Department. Officer Hugus was officially welcomed to the department following the oath. The Board and Executive Director congratulated Officer Hugus on her appointment and commended her for joining the department.

Employee of the Month

Executive Director Rich Stephenson recognized Ziamara Thornton from the Social Determinants of Health Department as Employee of the Month. Mr. Stephenson commended Ms. Thornton for her exceptional work assisting residents with mediations, housing stability, and access to social services—often meeting residents in their homes to ensure they receive needed resources. He also highlighted her ongoing work at the Carver high-rise, where her consistent presence and support have improved resident relations. The Board extended appreciation for her outstanding dedication to ACHA's mission and to the residents she serves.

Public Comment

None

Approval of Minutes

A motion was made to approve the minutes from the July 18, 2025, ACHA Board of Directors Meeting.

Motion: Sydney Hayden

Second: Grant Gittlen

Vote: Unanimously approved

A motion was made to approve the minutes from the August 27, 2025, ACHA Board of Directors Phone Poll Meeting.

Motion: Grant Gittlen

Second: Derek Uber

Vote: Unanimously approved

Old Business

None

New Business

Resolution No. 36 of 2025 – Ratifying approval of the application to the Pennsylvania Department of Community and Economic Development for grant funds for affordable housing development in McKees Rocks, PA

This resolution ratifies approval of ACHA’s grant application to the **Pennsylvania Department of Community and Economic Development (DCED)** for funds to support affordable housing development in McKees Rocks. The action fulfills a program requirement that a board resolution accompany the application submission.

Motion: Derek Uber

Second: Sydney Hayden

Vote: Unanimously approved

Resolution No. 37 of 2025 – Ratifying approval to renew the Software Maintenance Agreement with Emphasys Software for 2025–2026.

The Board ratified renewal of the annual **Emphasys Software** maintenance agreement, which provides ACHA with critical management software updates, technical support, and data system hosting. This agreement ensures continuity of operations for property management, finance, and

housing

program

administration.

Motion: Grant Gittlen

Second: Derek Uber

Vote: Unanimously approved

Resolution No. 38 of 2025 – Ratifying approval of Change Order GC11, Contract ACHA 1707 (Brackenridge Hall), \$35,835.94 for flooring and ADA-related improvements.

This resolution ratifies approval of a change order for **flooring and ADA-related improvements** at Brackenridge Hall. During demolition, variations in floor levels were discovered, requiring modifications to meet accessibility standards. The negotiated change order covers necessary structural and design adjustments.

Motion: Sydney Hayden

Second: Grant Gittlen

Vote: Unanimously approved

Resolution No. 39 of 2025 – Ratifying approval of Change Order MC5, Contract ACHA 1707 (Brackenridge Hall), \$27,597 for ductwork and bathroom venting.

This resolution ratifies approval of **installation of proper ductwork and bathroom venting** at Brackenridge Hall. The addition was identified during construction to ensure proper air flow and prevent moisture and mold issues. The negotiated price was deemed fair and necessary to comply with building standards.

Motion: Derek Uber

Second: Grant Gittlen

Vote: Unanimously approved

Resolution No. 40 of 2025 – Ratifying approval of Change Order MC4, Contract ACHA 1710 (Millvue Acres), \$29,295.86 for boiler piping reconfiguration

This resolution ratifies approval for reconfiguration of **boiler piping** at Millvue Acres due to a design omission in the original plans. The change ensures efficient heating system performance and safe disconnection of outdated piping. The Board approved the negotiated change order as reasonable and required for project completion.

Motion: Sydney Hayden

Second: Derek Uber

Vote: Unanimously approved

Resolution No. 41 of 2025 – Ratifying approval of Change Order MC5, Contract ACHA 1710 (Millvue Acres), \$22,450.20 for installation of four new hydronic insulated enclosures.

This resolution ratifies approval for installation of **hydraulic insulated enclosures** at Millvue Acres to prevent freezing of exterior heating pipes. The design plans omitted these enclosures, and this change order corrects the oversight to protect infrastructure integrity. The negotiated cost was found reasonable.

Motion: Grant Gittlen

Second: Derek Uber

Vote: Unanimously approved

Resolution No. 42 of 2025 – Requesting approval for Employment and Income Verification Services with The Work Number

Kim Longwell explained that the Work Number will assist ACHA in identifying unreported income among participants, ensuring program integrity and reducing potential fraud. The new service will allow deeper verification and help recover unreported rent owed to the Authority.

Motion: Grant Gittlen

Second: Sydney Hayden

Vote: Unanimously approved

Resolution No. 43 of 2025 – Requesting the approval to write off Collection Losses in the amount of \$134,720.23 from Tenant Accounts Receivable for the month of July, August and September

Katie Sauer explained these amounts represent past-due rents from former residents whose accounts have been deemed uncollectible following eviction or vacancy. The write-off removes the balances from ACHA's books while collection efforts continue through legal means.

Motion: Sydney Hayden

Second: Grant Gittlen

Vote: Unanimously approved

Resolution No. 44 of 2025 – Renewal of Property and Liability Insurance for Meyers Ridge Phase 1

Luke Lewis explained to the Board that renewal increased by \$6,000 in property premiums and a small increase in liability costs due to valuation adjustments. The premiums were reviewed and deemed competitive and necessary for continued coverage.

Motion: Grant Gittlen
Second: Derek Uber
Vote: Unanimously approved

Resolution No. 45 of 2025 – Renewal of Property and Liability Insurance for Meyers Ridge Phase 2

Luke Lewis added this policy mirrors Phase I but with slightly lower building valuations, resulting in smaller premium increases. Staff confirmed rates remain favorable and coverage meets all lender and regulatory requirements.

Motion: Derek Uber
Second: Grant Gittlen
Vote: Unanimously approved

Resolution No. 46 of 2025 – Requesting the approval of Change Order GC-13 to Moret Construction, Inc. for window replacement at Brackenridge Hall in the amount of \$197,868.64.

Pat Blackwell requested approval to replace windows at **Brackenridge Hall** using capital funds freed through CDBG grant allocations. The change improves energy efficiency and enhances resident comfort while modernizing the property. The negotiated cost was considered fair and within available funding.

Motion: Sydney Hayden
Second: Grant Gittlen
Vote: Unanimously approved

Resolution No. 47 of 2025 – Requesting the approval of Change Order MC-6 to R&B Mechanical for additional costs associated with schedule offsets, additional labor and material costs in the amount of \$141,028.68.

Pat Blackwell requested authorization of a change order reflecting additional **labor and material costs** due to a construction schedule extension and updated union labor rates. The change order relates to adjustments in material use following a design modification to CMU block walls. The increase reflects unavoidable costs incurred by the contractor and was approved as necessary for project completion.

Motion: Derek Uber
Second: Grant Gittlen
Vote: Unanimously approved

Resolution No. 48 of 2025 – Requesting the approval of Change Order MC-6 to R&B Mechanical, Inc. for Roof Exhaust Fan Replacement at Brackenridge Hall in the amount of \$28,671.00.

Pat Blackwell requested approval to replace aging **roof exhaust fans** at Brackenridge Hall as part of the modernization effort. The upgrades were made possible through reallocated capital funds and are expected to extend the life of building systems and improve ventilation efficiency.

Motion: Sydney Hayden

Second: Derek Uber

Vote: Unanimously approved

Resolution No. 49 of 2025 – Approving Fiscal Year 2026 Operating Budgets for the Allegheny County Housing Authority

Pat Blackwell requested adoption of the **Fiscal Year 2026 Operating Budgets** for the Allegheny County Housing Authority, totaling approximately \$48 million across all programs. This includes \$12.3 million for Central Office operations, \$5.3 million for the Housing Choice Voucher Program, and \$30.7 million for AMPs. The Board commended staff for preparing a balanced budget amid challenging funding conditions.

Motion: Grant Gittlen

Second: Derek Uber

Vote: Unanimously approved

Comment on General Items

Chairman Foerster commended Executive Director Rich Stephenson for his testimony before the Pennsylvania Senate, noting his effective representation of the Authority and its residents.

Adjournment

A motion was made to adjourn the meeting.

Motion: Derek Uber

Second: Sydney Hayden

Vote: Unanimously approved

ALLEGHENY COUNTY HOUSING AUTHORITY
Board of Directors Meeting
Friday, October 17, 2025

Minutes

The members of the Board of Directors of the Allegheny County Housing Authority held a regular meeting on Friday, October 17, 2025 at the Authority's Central Office located at 301 Chartiers Avenue, McKees Rocks, PA, 15136. The meeting was held in office. Those present and absent were as follows:

Present: Mark Foerster
Derek Uber
Sydney Hayden
Grant Gittlen

Absent: Mandy Steele

The Chair declared a quorum present, called the meeting to order, and advised those attending that this day prior to the meeting the Board met in-person for an executive session at 9:30 a.m. to discuss matters involving real estate, personnel, and litigation. He also advised those attending that the Board Finance and Audit Committee held a meeting today at 9:00 a.m.

Attendance:

Staff and Guests: Rich Stephenson, Mike Vogel, Jennifer Jackson, Kim Evans, Beverly Moore, Olivia Cook, Deron Gabriel, Luke Lewis, Ellen Parker, Kim Longwell, Katie Sauer, Ed Mogus, Dean Allen, Frank Magliocco and Nick Hathaway

Recognitions/Proclamations

Rich Stephenson recognized Sergeant Ed Mogus for his exemplary service and immediate response during the incident at Demor Towers the previous evening. Rich noted that Sgt. Mogus arrived on-site within minutes, coordinated with emergency services, Red Cross, and local fire departments, and ensured residents were safe and supported. The Board and staff commended his professionalism, dedication, and leadership. Mark Foerster, on behalf of the Board, expressed gratitude to Sgt. Mogus for his continued commitment to resident safety and emergency response excellence.

Public Comment

None

Approval of Minutes

A motion was made to approve the minutes from the September 26, 2025, ACHA Board of Directors Meeting.

Motion: Sydney Hayden
Second: Grant Gittlen
Vote: Unanimously approved

Old Business

None

New Business

Resolution No. 50 of 2025 – Requesting approval to renew property, liability, and excess liability insurance for Hawkins View Development and Heritage Highlands I.

Luke Lewis explained that this renewal is part of the standard annual insurance coverage for these properties. The renewal reflected a minor increase in property insurance (approximately \$1,000 annually), a \$100 increase in general liability, and a \$100 decrease in excess liability coverage. Overall, the renewal was deemed favorable.

Motion: Derek Uber
Second: Grant Gittlen
Vote: Unanimously approved

Resolution No. 51 of 2025 – Requesting approval to write off collection losses in the amount of \$45,448.53 from Tenant Accounts Receivable for the month of September.

Katie Sauer explained that the write-offs consist of balances left by 13 residents, eight of whom were evicted through legal action. One case involved a long-standing legal proceeding exceeding \$11,000 in arrears. Katie noted that recent efforts by property management and legal staff have improved processing timelines for evictions and repayment plans, helping stabilize accounts.

Motion: Derek Uber
Second: Sydney Hayden
Vote: Unanimously approved

Resolution No. 52 of 2025 – Requesting approval of Change Order PC4 to McRandall Company, Inc. in the amount of \$33,470 for gas service line replacement at Brackenridge Hall.

Dean Allen, representing Construction, explained that a leak was discovered in the three-inch gas service line from Nelson Way to Brackenridge Hall during modernization work. The gas line was capped, and the building currently has no active gas service. The replacement will involve approximately 60 feet of new line, excavation through landscaped areas, and restoration of affected concrete pads. Rich Stephenson added that Brackenridge Hall is currently vacant during modernization, minimizing resident impact.

Motion: Sydney Hayden
Second: Grant Gittlen
Vote: Unanimously approved

Motion: Derek Uber
Second: Sydney Hayden
Vote: Unanimously approved

Comment on General Items

None

Adjournment

A motion was made to adjourn the meeting.

Motion: Grant Gittlen
Second: Derek Uber
Vote: Unanimously approved

ALLEGHENY COUNTY HOUSING AUTHORITY
Board of Directors Meeting
Friday, November 21, 2025

Minutes

The members of the Board of Directors of the Allegheny County Housing Authority held a regular meeting on Friday, November 21, 2025 at the Authority's Central Office located at 301 Chartiers Avenue, McKees Rocks, PA, 15136. The meeting was held in office. Those present and absent were as follows:

Present: Mark Foerster
Derek Uber
Sydney Hayden
Grant Gittlen
Mandy Steele

The Chair declared a quorum present, called the meeting to order, and advised those attending that this day prior to the meeting the Board met in-person for an executive session at 9:30 a.m. to discuss matters involving real estate, personnel, and litigation. He also advised those attending that the Board Finance and Audit Committee held a meeting today at 9:00 a.m.

Attendance:

Staff and Guests: Rich Stephenson, Mike Vogel, Jennifer Jackson, Olivia Cook, Deron Gabriel, Luke Lewis, Ellen Parker, Kim Longwell, Randi Beattie, Ed Mogus, Bill Kilburn, Donald Gettig, Frank Magliocco, Jennie Zeman, Pat Blackwell, Jenna Robin and Nicole Lovato

Employee of the Month – Officer Donald ‘Joshua’ Gettig

Rich Stephenson and Chief Mike Vogel presented the Employee of the Month award to Officer Josh Gettig, recognizing his exceptional dedication, professionalism, and service. Highlights included his certified drone operation, participation in multi-state theft investigations, support of federal agencies, and consistent commitment to community safety. Josh was acknowledged for his 16 years of law enforcement service.

Recognitions/Proclamations

Chairman Mark Foerster presented a Dedicated Service Award to Mandy Steele, Pennsylvania State Representative, honoring her commitment to public service and her meaningful contributions to ACHA. During her tenure, Mandy frequently used her legislative insight and extensive state-level relationships to support Authority initiatives, facilitate communication with state agencies, and help advance discussions on affordable housing policy. She consistently advocated for resident-focused improvements, assisted with navigating state program requirements, and amplified ACHA's work in Harrisburg. Mandy expressed sincere appreciation for the opportunity to serve on the Board, noting that the innovation, professionalism, and dedication of staff and

leadership far exceeded her expectations. She reaffirmed her commitment to remaining an active partner and strong advocate for ACHA moving forward.

Public Comment

None

Approval of Minutes

A motion was made to approve the minutes from the October 17, 2025, ACHA Board of Directors Meeting.

Motion: Sydney Hayden

Second: Grant Gittlen

Vote: Unanimously approved

Old Business

None

New Business

Resolution No. 53 of 2025 – Requesting approval of the award of Contract ACHA 1725 for emergency generator preventive maintenance to Penn Power Systems in the amount of \$51,197.

Pat Blackwell explained stated that the Authority’s preventive maintenance contract for emergency generators had expired and needed to be re-procured. Penn Power Systems was the lowest responsible bidder, and he recommended approval of the one-year contract with four optional renewals.

Motion: Mandy Steele

Second: Derek Uber

Vote: Unanimously approved

Resolution No. 54 of 2025 – Requesting approval of the Annual Section 8 Management Assessment Program Certification (SEMAP) for fiscal year ending September 30, 2025.

Kimberly Longwell stated that HUD requires annual Board approval of the Section 8 Management Assessment Program (SEMAP) certification. She noted that the Authority has consistently been a high performer and expects the same rating again.

Motion: Grant Gittlen

Second: Sydney Hayden

Vote: Unanimously approved

Resolution No. 55 of 2025 – Approval to write off collection losses totaling \$30,783.05 from Tenant Accounts Receivable for the month of October.

Nicole Lovato reported that the October write-offs totaled \$30,783.05 and involved 11 residents. She clarified that seven were standard write-offs and four resulted from legal evictions.

Motion: Derek Uber

Second: Sydney Hayden

Vote: Unanimously approved

Resolution No. 56 of 2025 – Approval of the award of Contract ACHA 1727 to XYCOM Technology Group Inc. for the Comprehensive Surveillance and Security System at Pleasant Ridge in the amount of \$248,030 (HUD ESSG grant-funded).

Chief Vogel described the contract as part of a HUD-funded project to fully upgrade Pleasant Ridge with a new state-of-the-art surveillance and security system. He noted that XYCOM is a longstanding Pittsburgh-based company with government contracts and recommended approval.

Motion: Mandy Steele

Second: Sydney Hayden

Vote: Unanimously approved

Resolution No. 57 of 2025 – Approval to renew property and liability insurance for Ohioview Partnership LP I. Property increased by approximately \$9,000; liability unchanged. Future consolidation of policies may reduce costs.

Luke Lewis presented the renewal for Ohioview Partnership LP I's property and liability insurance, noting that property costs increased by about \$9,000 while liability remained unchanged. He also mentioned that combining Ohioview I and II and Pleasant Ridge I and II into a single insurance property in the future may reduce costs.

Motion: Derek Uber

Second: Grant Gittlen

Vote: Unanimously approved

Resolution No. 58 of 2025 – Approval to renew property, liability, and excess liability insurance for Ohioview Partnership LP II. Property increased approximately \$3,000; liability increased \$200; excess unchanged.

Luke Lewis reported that the renewal for Ohioview Partnership LP II had smaller cost increases—about \$3,000 for property and approximately \$200 for liability, with excess liability unchanged. He again noted that future policy consolidation could save money and that a prior-year claim contributed to the increases.

Motion: Sydney Hayden

Second: Mandy Steele

Vote: Unanimously approved

Comment on General Items

None

Adjournment

A motion was made to adjourn the meeting.

Motion: Grant Gittlen

Second: Derek Uber

Vote: Unanimously approved

ALLEGHENY COUNTY HOUSING AUTHORITY
Board of Directors Meeting
Friday, December 19, 2025

Minutes

The members of the Board of Directors of the Allegheny County Housing Authority held a regular meeting on Friday, December 19, 2025 at the Authority's Central Office located at 301 Chartiers Avenue, McKees Rocks, PA, 15136. The meeting was held in office. Those present and absent were as follows:

Present: Mark Foerster
Derek Uber
Sydney Hayden
Grant Gittlen

The Chair declared a quorum present, called the meeting to order, and advised those attending that this day prior to the meeting the Board met in-person for an executive session at 9:30 a.m. to discuss matters involving real estate, personnel, and litigation. He also advised those attending that the Board Finance and Audit Committee held a meeting today at 9:00 a.m.

Attendance:

Staff and Guests: Rich Stephenson, Mike Vogel, Jennifer Jackson, Olivia Cook, Robert Helwig, Luke Lewis, Ellen Parker, Kim Longwell, Katie Sauer, Randi Beattie, Dean Allen, Paul Reiber, Joe Simon, Samantha Clark, Frank Magliocco, Jennie Zeman, Pat Blackwell, Jenna Robin and Nicole Lovato

Recognitions/Proclamations

Recognition – Paul Reiber

Executive Director Rich Stephenson recognized Paul Reiber for his service as Director of Facilities Management and announced his transition into a Development and MOD Inspector role. Mr. Stephenson thanked Mr. Reiber for his leadership, experience, and continued commitment to the Authority and its residents.

Recognition – Legal Counsel (Robert Helwig)

Mr. Stephenson acknowledged the Authority's legal counsel, Robert Helwig, and expressed appreciation for his professionalism, responsiveness, and legal guidance. He noted that Mr. Helwig's support has been invaluable to staff and leadership, particularly in complex matters.

Recognition – Finance Department

Mr. Stephenson recognized the Finance Department for their extraordinary efforts during the year, noting that staff worked extended hours, including late nights, to complete critical financial reporting and submissions. He commended the team for their dedication, teamwork, and commitment to ensuring the Authority met all reporting and compliance requirements.

Recognition – Staff Volunteering on Saturday

Mr. Stephenson recognized multiple Authority staff members who volunteered their time on a Saturday to assist residents by transporting them from Sheldon Park to a community resource event at the David L. Lawrence Convention Center. Staff supported residents in accessing meals, healthcare screenings, and other essential services. The Board commended staff from Public Safety, Workforce Development, Social Determinants of Health, and Administration for going above and beyond their normal duties in service to residents.

Employee of the Month – Jennie Zeman

Mr. Stephenson recognized Jennie Zeman as Employee of the Month for her leadership in workforce development initiatives and her dedication to resident support. He highlighted her coordination with community partners, including the Urban League and the A. Philip Randolph Institute, as well as her role in organizing staff participation in the Saturday community outreach event.

Ms. Zeman provided an update to the Board regarding resident Whitney Washington, reporting that Ms. Washington has successfully transitioned into housing in Wilkins Township, has received multiple promotions in her employment, and is adjusting well to independent living. Ms. Zeman noted that lessons learned from this transition will be used to inform and strengthen future resident self-sufficiency efforts.

Public Comment

None

Approval of Minutes

A motion was made to approve the minutes from the November 21, 2025, ACHA Board of Directors Meeting.

Motion: Grant Gittlen

Second: Sydney Hayden

Vote: Unanimously approved

Old Business

None

New Business

Resolution No. 59 of 2025 – Requesting approval of insurance coverage for the Allegheny County Housing Authority for the period January 1, 2026 through January 1, 2027

Luke Lewis presented the Authority’s annual insurance renewals for properties wholly owned by ACHA, excluding limited partnerships and affiliated entities. Coverage includes property, general liability, automobile, boiler and machinery, and sexual abuse and misconduct liability, all brokered through Housing Authority Insurance (HAI). Mr. Lewis reviewed the comparison of 2025 premiums to the proposed 2026 premiums and reported that the renewals were generally favorable. He also reviewed additional policies brokered separately through Enscoe Long, including Directors and Officers Liability, Employee Lawyers Professional Liability, and Fiduciary Liability. He noted that the Fiduciary Liability premium, previously \$9,071, was still pending final confirmation and would be brought back to the Board, if necessary.

Motion: Derek Uber

Second: Grant Gittlen

Vote: Unanimously approved

Resolution No. 60 of 2025 – Requesting approval of individual property insurance coverages for limited partnership properties for the period January 1, 2026 through January 1, 2027.

Mr. Lewis presented insurance renewals for twelve (12) limited partnership properties, all brokered through HAI. He reported a total premium increase of \$5,396 across all properties, noting that approximately \$4,000 of the increase was attributable to claim history at two properties. Mr. Lewis further explained that these renewals represent the first step in aligning policy renewal dates to January 1 to improve administrative efficiency and consistency in future years.

Motion: Sydney Hayden

Second: Derek Uber

Vote: Unanimously approved

Resolution No. 61 of 2025 – Requesting approval to write off collection losses totaling \$40,188.01 from Tenant Accounts Receivable for the month of November.

Katie Sauer reported that the requested write-offs totaled \$40,188.01 and involved thirteen (13) former residents. She explained that seven (7) of the accounts resulted from legal evictions or court action, while the remaining accounts involved voluntary move-outs. Ms. Sauer noted that one account represented a significantly higher balance of approximately \$17,000, which had been addressed through extended legal and appeals processes and is now resolved.

Motion: Derek Uber
Second: Sydney Hayden
Vote: Unanimously approved

Comment on General Items

Chairman Foerster thanked Authority leadership and staff for their dedication and service throughout the year and extended holiday wishes on behalf of the Board.

Adjournment

A motion was made to adjourn the meeting.

Motion: Grant Gittlen
Second: Derek Uber
Vote: Unanimously approved